

# Southwest Civilian Personnel Operations Center

Fort Riley, Kansas

SWCPOC

# Trailblazer

Issue 2-00

Together Everyone Achieves More

Apr 2000

## FROM THE TRAIL BOSS

### Delayed Implementation of MDCPDS



No doubt you have already heard about "Legacy" and "Modern". If so, then you already know that we will soon be converting from the Legacy system to the Modern system.

HQDA has delayed conversion from 9 June to the new proposed date of 21 July 2000.

The 21 July proposed date is tentative and has not yet been approved. We will provide more information as soon deployment date is approved.

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## FORGING AHEAD WITH CLASS

### What is a Realignment?



It is the movement of an employee and the employee's position when there is an organizational change. In a realignment, the employee remains in the same agency, and there is no change in the employee's position, grade, or pay. In other words, the employee stays on the same job number, moves to another division in the Directorate or moves to a different Directorate and the losing organization is giving up the TDA space so it can go with the employee. Requests to realign employees can be submitted with a PERSACTION, Memorandum, or other documentation such as



a TDA printout.

### What is a Reorganization?

It is when managers make a decision to change the organizational structure of a Directorate, Office, Command, or any organizational entity. It normally moves employees from one organization to another. Sometimes job descriptions will change or sometimes the existing job description will follow with the employee. There is an important assumption that the reorganization will result in jobs for all employees at their current grades. When it does not, a "Reduction in Force" (RIF) becomes necessary.



The manager's role in a reorganization is critical to the success of the process. Management defines the scope of the reorganization to include the number of positions to be reorganized, the number of new job descriptions to be written, the organization names to be established and deleted, and the proposed effective date of the reorganization. A helpful tool to use in explaining the scope of reorganization is a

set of new and old organization charts.

The approval to reorganize comes directly from the organization's chain of command and the appropriate procedures vary greatly between organizations.



Setting the effective date will depend on the mission requirements, and the need to begin work in the new environment. There is no need for the CPOC's involvement until the reorganization has been approved.

Once the effective date for the reorganization is determined, it is necessary to coordinate with the CPAC and CPOC in order to set milestones. An important item to consider is the time needed for preparation of new job descriptions and other documents for the new structure. For small reorganizations, a good rule of thumb is that new organization names need to be submitted to the CPOC about **four weeks prior to the effective date.**



The Defense Finance and Accounting Service (DFAS)

requires at least four weeks of lead time to build new organization records in the payroll system. For individual or small groups of actions that do not require new organization names to be built in DFAS, the PERSACTIONS should be submitted to the CPOC about two weeks prior to the effective date.

**IMPORTANT NOTE**

The CPOC cannot process any reorganizations or realignments until the new organizations are built in the payroll system so that there will not be a negative impact on employee's pay.

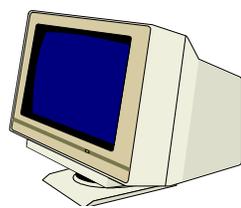
**What's Happened to FASCLASS II?**

FASCLASS II (Fully Automated System of Classification) has been delayed due to feedback from FASCLASS users experiencing a number of functional and technical problems after initial deployment in March.



- **FASCLASS I HAS BEEN TURNED BACK ON PENDING REVIEW, REWORK, AND REVISIONS OF FASCLASS II.**

FASCLASS I is a Web based automated position classification



records systems and replaces the hard copy position descriptions. The new version, FASCLASS II, will consolidate each regional FASCLASS database into one Army site with additional enhancements.



**STAFFING**  
**THE WAGON TRAIN**

**Veteran's Preference on SF 50, Notification of Personnel Action**

You served in the military! You are a veteran! Why does Block 23 on your SF 50 say that you are not? Confused? Perhaps you are not the only one.



**There are two blocks on the SF 50 that denote veteran's preference.**

- Block 23 identifies veteran's preference for appointment.

If you claimed and received no preference during the initial hiring process, Block 23 will reflect "1-None". The block will contain a numerical entry of 2 through 6 if you claimed and were afforded preference during the hiring process. Block 23 will NEVER change if:

- (1) during your employment, you do not leave the agency, i.e., if you begin and continue working for Department of the Army, AND
- (2) you are never re-appointed from an OPM or DEU certificate of eligibles.

If you transfer to another agency or have a break in service and are reinstated, Block 23 will change to "1-None". Once you have been hired, what appears in Block 23 is insignificant.



- Block 26 identifies whether or not you receive veteran's preference for reduction in force (RIF).

This block indicates "YES" if you are entitled to veteran's preference in RIF or "NO" if you are not. A change to this block may be made:

(a) If during an audit of records it is determined that the initial determination was erroneous.

(b) If after you have been appointed you receive initial or increased disability compensation as a result of a service-connected disability AND provide appropriate documentation. OR

- If subsequent to appointment a mother or spouse of a disabled or deceased veteran provides documentation to obtain preference.



Additional information on veteran's preference in appointment and for RIF may be obtained from the Vet Guide available at [www.opm.gov/veterans](http://www.opm.gov/veterans).

## NEW TRAILS WITH ABC-C

### Importance of Thrift Savings Plan

Latest figures from the Thrift Savings Plan show that FERS employees in the government are now close to 1.5 million. Of those, some 225,000 still are not investing any of their own money in the program. They're getting an automatic 1% of salary government contributions but are missing out on the chance to gain additional contributions of up to 4 percent of salary, plus the tax breaks and earnings that active investing would bring.



Active TSP investing generally is required to make a FERS benefit as good as a benefit under the older CSRS retirement system.

Below is an example of a "down and dirty" retirement projection for an employee who is age 60 with 20 years of service and a high-three average salary of \$40,000. The chart shows what their retirement annuity would be under both CSRS and FERS.



<u>CSRS</u>	<u>FERS</u>
\$40,000 X .362500 =	\$40,000 X .20000 =
<b>\$14,500/year</b>	<b>\$8,000/year</b>
\$14,500 divided by 12 =	\$8,000 divided by 12 =
<b>\$1208.34/month</b>	<b>\$666.67/month</b>



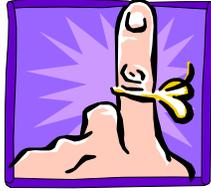
### Service Credit Calculator

OPM has recently posted a new calculator on its website, which can be used by active federal employees in both CSRS and FERS retirement systems. The Retirement Service Credit Payment Calculator is targeted to federal employees who want to make a payment to get retirement service credit for a period of employment when retirement deductions were not withheld from their salaries (deposit time).

The calculator provides an estimate of the payment due to receive retirement service credit and can be accessed from the OPM website at [www.opm.gov](http://www.opm.gov). Look for the topic "Retirement" and then click on either "Tools" or "Hot and New". This calculator does not address calculations for redeposit time for which you have withdrawn retirement contributions.

## REMINDER

Elections made during the FEGLI open season will be effective on 23 April. Be sure to check your Leave and Earnings Statements (LES) for any elected changes.



## Visitors to the ABC-C

Recently, employees from the Personnel & Employment Service - Washington, Pentagon Civilian Personnel Advisory Center, visited the Army Benefits Center-Civilian (AC) located at the Southwest Civilian Personnel Operations Center, Fort Riley, Kansas.

The purpose of their visit was to gain a better understanding of how the Benefits Center conducts business, as well as to gather information that will help them market this new service.

The CPAC team included Jennifer Prater, Chief, Executive Service Div, and Personnel Management Specialists, Barbara Williams, Thomas Kerrigan and Rhonda Hamilton. Kathy Cole, Chief, ABC-C, gave them a tour of the facility, briefed them on the Benefits Center, and provided answers to their questions.

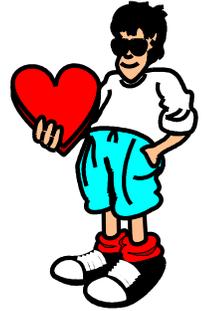
The Personnel & Employment Service - Washington, Pentagon Civilian Personnel Advisory Center, is directly assigned to HQ, DA. They serve a diverse range of customers housed worldwide and in several locations throughout the Washington, D.C. area, including the Pentagon and the Hoffman Building. Their customers include political appointees, Senior Executive Service employees, and Judges from the Board of Contract Appeals.

# ABC-C

## LEARNING THE ROPES WITH HRDD

### ILDC - More Than A Touchy-Feely Course

Ask any intern about their experience at the Intern Leadership Development Course (ILDC) and you will probably get the same response - it's a touchy-feely course.



It is more than an exercise in emotion. It is a very intense week of really getting to know more about themselves and the Army.

ILDC is designed to develop basic leadership skills. Interns are expected to assess their individual skills and competencies, develop an understanding of organizational dynamics, and learn about the team development process.



More than a touchy-feely group hug, ILDC is training designed to make Leaders of Interns!

Distance Learning is Catching On!

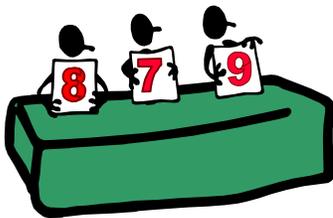
In today's world of austerity in funding and shortage of personnel in the Government Service, we have all been asked to do more with less.



Training is affected by this same trend and we must find new and innovative ways of doing more, a lot more, with less. The peg on which we hang our future is

# DISTANCE LEARNING.

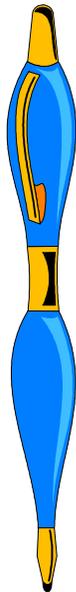
Whether it's a correspondence course, Computer Based or Web Based course, or TNET/Satellite course, we leverage every option at our disposal to bring training to the workforce.



We often keep plugging along not really knowing how the students or even the managers feel about the way training is

received. The excerpt below submitted anonymously by a student gives some indication of the level of acceptance that we are striving for in the use of the various mediums we are choosing to utilize.

*"Taking courses using the on-line system is an excellent way to accomplish many individual goals and requirements. Money for training has diminished in our organization, but the requirements have increased. The course that I am currently taking is current, accurate, and relatively easy to learn as presented. I plan to take the on-line courses on a regular basis and recommend others to do the same."*



## SURVIVING THE TRAIL WITH MSD

## Installation of OPF Tracker System



Installation is now scheduled for mid April. The SWCPOC has never used the OPF automated tracker system for handling and safeguarding of Official Personnel Files (OPFs). We are very excited to get the system, which will enhance our service to all our customers.

As soon as we get a firm date for installation of the OPF Tracker System, we will make a 100% recall of all OPFs.

## BLAZING NEWS

### S&SD Chief Goes to SECPOC

Karen Webb recently left the SWCPOC to accept the Deputy Director position at the SECPOC, Fort Benning, GA.

Once again the SWCPOC has contributed another quality member in the CPOCMA family who has moved on greater success and promotion.



A big Thank You to Karen for all she's done for the SW Region!

**Congratulations and Best Wishes!**

## Anderson Retires

Caroline Anderson, SWCPOC Classification Specialist, retired on 1 April. Ms. Anderson served the SWCPOC since April 1997 and had previous assignments with Department of Navy, Marine Corps, CPOCs in Europe, and the National Capital Region. While at the SWCPOC, Caroline serviced Forts Hood, Leavenworth, and Riley.

Mr. Dan Clawson, Dir, SWCPOC, presented the retirement certificate to Caroline Anderson during her farewell party.

Caroline and her husband, John, plan to enjoy retirement by traveling to far and exotic places.

A Big Thank you to Caroline  
for her dedicated service!

**Happy Travels!**



Your feedback is important to  
us.

Send comments or suggestions  
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